# **Cover Letter**

Dear Hiring Manager,

I am writing to express my interest in the Office Assistant, Receptionist, Data Entry Operator, Customer Service, and Cashier positions within your organization. With a strong background in administrative tasks, exceptional customer service skills, and proficiency in data entry, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated a keen attention to detail and a commitment to delivering high-quality work in a fast-paced environment. My communication skills, both written and verbal, have enabled me to effectively interact with customers and colleagues alike, ensuring smooth operations and positive experiences for all stakeholders.

I am eager to bring my diverse skill set and enthusiastic attitude to your team. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your organization.

Sincerely, Abdul Wahid

# **ABDUL WAHID**



# Computer Operator | Data Entry Clerk | Receptionist | Cashier



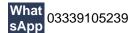
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Al-Haram Model Town Ring Road Peshawar



#### **OBJECTIVE**

Seeking a challenging position in the Computer Operator, Data Entry Cl Receptionist and Cashier Duties. Seeking a role where I can leverage n strong administrative skills, attention to detail and proficiency in data management to support difficult operations and contribute to the overall success of the team.

# **EXPERIENCE**

#### 18 Jan to 15 March 2024

Computer Operator- (Abu Dhabi Musaffah UAE)

- Monitoring computer system for error, performance issues, and security breaches.
- Inputting data into computer system accurately and efficiently.
- Keeping records of the documents and perform different tasks.

#### 01 Jan 2023 to 10 Jan 2024

Assistant Accountant and Data Entry Clerk- (Mir computer academy)

- Maintain accurate data in Databases.
- Keeping inventory of office and Minting files.
- Maintain and updates financial records, ledgers, and accounts.
- Assists with budgeting, forecasting, and financial analysis.

#### 2019-2020

Cashier cum Receptionist- (Faisal Medical Pharmacy-Bara)

- Handling Customer payments and providing change.
- Handling cash, credit and Debit payments.
- Greeting Customers, Clients, and Visitors.
- Providing General Administrative support.

# **LANGUAGES**

English: Communicational in Speaking, fluent in writing and Reading.

Pashto: Fluent in Speaking, reading and writing.Urdu : Fluent in Speaking, reading and writing.

#### REFERENCES

Should be provide on Demand.

# **EDUCATION**

- ADS) Associative Degree In Science (University of Peshawar 2020-2023)
- **F.SC** (Govt.Degree College Hayatabad (2018-19)
- Matriculation (2016-17)

# **KEY SKILLS**

- Good Communication and Soft
- Skills
- Problem Solving Ability
- Good Administrative Skills
- Best Customer Service
- Team Management
- Ability To Work as A Supervisor
- Computer Literacy

#### **CERTIFICATES**

- DIT (Diploma in Information Technology
- Communication And Soft Skills
- Freelancing
- MS-OFFICE